

Office of Justice Programs (OJP)  
Direct Services in Anoka County 2011 RFP  
State Funding Grant Program Guidelines

The Office of Justice Programs will require each grantee to abide by the following requirements in addition to those contained in the Terms and Conditions:

**Financial Requirements:**

- 1) The grantee's eligible expenditures under this grant contract must be incurred by the grantee by the expiration date of the grant agreement. The grantee will report on all expenditures, interest earned, and interest expended pertaining to this grant contract in the Department of Public Safety's online grant management system. Final expenditure report must be received no later than 30 days after the Expiration date of this grant contract.
- 2) The grantee shall submit a written budget revision request via the Department of Public Safety's online grant management system before any expenditure may be made based on the revised budget. Submission of a budget revision is necessary if a) a line item will deviate by \$200 or 10%, whichever is higher, from the approved budget, or b) a new line item that was not part of the approved budget will be created.
- 3) The grantee shall have until 30 days after the expiration date of the grant agreement to liquidate all unpaid obligations related to the program which were incurred on or before the last day of the grant period and to submit a report of all funds received and disbursed. If a report is not submitted within this time period, expenses claimed on the report may be disallowed and OJP may request a refund of those funds from the grantee if the funding was advanced to the grantee.
- 4) The grantee shall retain all financial records for a minimum of six (6) years after the date of submission of the final financial status report, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been resolved between the grantee and OJP, whichever is later.

**Reporting Requirements:**

- 1) Grant Manual: The grantee shall report to the OJP as specified in the Office of Justice Programs' Grant Manual.
- 2) Financial Reporting: The grantee shall submit a financial reporting form via the Department of Public Safety's online grant management system at least quarterly utilizing within 30 days after the end of the reporting period.
- 3) Progress Reporting: The grantee shall use the Department of Public Safety's online grant management system to submit a semiannual narrative of the progress achieved towards the accomplishment of the goals and objectives and within 30 days after the end of each six-month period.
- 4) Statistical Reporting: The grantee shall also submit a Quarterly Statistical Report of services provided in the Department of Public Safety's online grant management system and within 30 days after the end of each quarter.

- 5) Requirement Changes: OJP may modify or change all reporting forms at their discretion during the grant period.
- 6) Additional Requirements: The grantee shall submit such other reports and attend meetings and training as OJP shall reasonably request.

**Other Provisions:**

- 1) Evaluation: OJP shall have the authority, during the course of this grant period, to conduct an evaluation of the performance of the grantee.
- 2) Governing Board: The grantee shall provide OJP with current list of their governing board and officers and will notify OJP within two weeks of any changes to the list.
- 3) Special Requirements: OJP reserves the right to include in the grant, at any time during the term of the grant, special administrative requirements deemed necessary to assure the grantee's successful implementation of the program. OJP will notify the Grantee in writing of any special administrative requirements.
- 4) Sexual Assault and Domestic Violence Programs: Grantees defined as a domestic violence and/or a sexual assault program under Minnesota Statutes section 13.823, are subject to the following:
  - a) The grantee shall provide to OJP all documentation necessary for the management and oversight of the contract.
  - b) Data given to OJP by the grantee becomes government data subject to chapter 13.
  - c) Personal history information and information from which the identity or location of any victim can be determined are private data protected by 13.822, 611A.32, subdivision 5, 611A.371, subdivision 3, and 611A.46.

**Agreement to Acknowledge the Program Guidelines are Incorporated Into the Grant Agreement:**

By submitting this application, I/we [name of Applicant Organization Representative] as an authorized Representative for [Applicant Organization's Name] the Applicant, acknowledge that I have read the Program Guidelines in their entirety as stated within the Application materials and acknowledge that the Program Guidelines will be incorporated into the Grant Agreement if funds are awarded to the Applicant under this Application. As authorized, if the Applicant is awarded funds under this Application, I will submit the required documents and certification on behalf of the Applicant Organization.